



KIDZ KAMP

Parent Handbook

Table of Contents

Mission Statements / ADA Policy	3
General Administration.....	3
Registration Procedures.....	4
Refunds	4
Kamper Paperwork	4
Attendance	4
Late Pick Up	5
Drop Off / Pick Up	5
Sign In / Sign Out	6
What to Wear	6
Discipline Policy	7
Disciplinary Procedures	7
Visitors / Drop-Ins.....	8
Emergency / Illness.....	8
Medication.....	9
Lunch	9
What to Bring	9
What Not to Bring	10
Transportation	10
Daily Procedures.....	11
Groups	11
Counselor to Kamper Ratio	12
Field Trips	12
Important Phone Numbers	12

Parks & Recreation Department Mission

The Colony Parks and Recreation Department staff and volunteers take seriously their job to make The Colony a better place to live for all citizens. The following mission statement has been adopted to express this dedication to the community:

Our mission is to enhance the quality of life for all citizens of The Colony by providing a variety of safe, modern and affordable Parks and Recreation facilities and activities to meet the diverse and growing needs of our community.

Kidz Kamp Mission

The goal of The Colony Kidz Kamp is to provide a fun, educational, affordable, structured and safe summer Kamp environment that fosters a creative and adventurous spirit in each child.

Americans with Disabilities Act

The Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disabilities. The City of The Colony does not discriminate on the basis of disability status in access to, admission to, employment in, or treatment in its programs services, or facilities. If you have any questions or concerns, please contact the recreation manager or parks and recreation director.

General Information

General Administration

There will be twelve counselors throughout the summer, two assistant directors and one director. The director and assistant directors will oversee the daily operations at the Kamp. The directors will also maintain daily schedules, ratios, and overall safety. Senior counselors (counselors with more than one year of experience) will assume the role of director at any time when a director or assistant director is not present. The directors will report to the Recreation Coordinator with the Parks & Recreation Department with weekly statistics, or any major problems that may arise. Any problems or concerns you may have should be addressed to the Kamp Director. If necessary the Kamp Director will report any problems to the Recreation Coordinator.

General Program Information

Registration Procedures

Registration for Kidz Kamp begins in March. Flyers are sent to all local elementary schools in late March. There will be eleven one-week sessions of Kamp. Parents may register for one session or all eleven. Per the Kidz Kamp Payment agreement signed during registration, those who want to reserve a spot in Kamp for their child may do so by placing a \$30, non-refundable deposit for each session. This deposit will be applied to the cost of the session. Deposits may be transferred to another session until April 30th. After April 30th, the deposits become both non-refundable and non-transferable. The first session must be paid in full two weeks before the first day of Kamp. For each remaining session that has been reserved, payment must be received two weeks before the start of that session. Any balance that has not been paid in full by the date due will result in a loss of the deposit, and a loss of the child's space in Kamp. Before a child may register in Kamp the Parks and Recreation Department must have a completed Kidz Kamp Registration Form on file.

Refunds

The \$30 deposit paid to reserve a child's spot in a session is non-refundable. Cancellations must be made 48 hours prior to the start of the session in order to receive a refund for the remainder of the registration fee, less a 20% administrative fee. Any questions regarding this policy should be directed to the Recreation Coordinator with the Parks and Recreation Department.

Spring Break and Holiday Kidz Kamp

Registration fees, dates and deadlines vary. Please call 972-625-1106 for additional information.

Kamper Paperwork

Each child must have a Kidz Kamp Registration Form, Payment Agreement and Birth Certificate on file before they will be allowed to register for Kamp. These files are confidential, and will not be shared with anyone outside of the Parks & Recreation Department staff. Parents with special concerns about their children should contact the Kamp Directors or the Recreation Coordinator.

Attendance

Daily attendance is not mandatory. Children may be signed in and out of Kamp at their parent's discretion. There will be certain days that the children go on field trips. On these days, anyone attending Kamp will be required to be at Ethridge by a designated time. Due to time constraints, the bus is not able to wait for late arrivals. Parents will be notified in advance of field trip days so that they may make every effort to get their child to Kamp on time.

Drop Off / Pick Up

The drop off site for Kampers is Ethridge Elementary School. Kampers should be dropped off in the Ethridge cafeteria. Ethridge Elementary is located off of North Colony Boulevard at 6001 Ethridge Drive. Kampers may not be dropped off any earlier than 7:00 am.

Kampers should be picked up from Ethridge Elementary **Tuesday, Wednesday and Friday** unless otherwise indicated. Kampers will be picked up at the Aquatic Park on **Monday and Thursday** unless otherwise indicated. The Aquatic Park is located at 5580 North Colony Boulevard. A few days during the summer pickup will be at The Colony Recreation Center. Please check the Newsletter each week for pickup details. Kampers should be picked up by 6 pm every day.

There may be times when the Kampers will return later than 6pm from field trips. Parents will be made aware of these dates in their weekly newsletter.

During Sessions 10 and 11, Kampers will be picked up and dropped off at the Recreation Center, not at Ethridge Elementary School.

Late Pick Up

Kampers should be picked up from Kamp no later than 6pm. There will be a late fee for any child not signed out by the designated time. This fee must be paid at the time the Kamper is picked up from Kamp. If the fee is not paid at the time the child is picked up, the child will not be allowed to return to Kamp until the fee is paid. The official clock for Kamp will be the clock in the cafeteria at Ethridge Elementary. During Sessions 10 and 11, the clock by the water fountain at the Recreation Center will be used. Below is a chart outlining late pick up fees.

First time:

6:01 – 6:15pm	Grace period
6:16 – 6:30pm	\$10

Second time or after:

6:01 – 6:15	\$10
6:16 – 6:30	\$20

Sign In/ Sign Out

Parents will need to sign their child into Kamp every morning. Do not drop your child off outside and allow them to come in alone. In the afternoon, each child will need to be signed out of Kamp before they are allowed to leave. Anyone signing out a child will be asked for picture identification until the Kamp staff is familiar with them. This is to ensure the safety of every Kamper. Anyone not listed on the Kamper's registration form as an authorized adult will not be allowed to sign a Kamper out of Kamp. Those parents wishing to add authorized persons to their child's registration form will need to do so in writing either with a Kamp Director or the Recreation Coordinator at the Recreation Center.

In certain instances a parent may request that their child be allowed to sign themselves out of Kamp. Such requests must be made in writing to the Recreation Coordinator. These will be evaluated on a case-by-case basis. Any parent who receives approval for their child to sign themselves out of Kamp will be required to complete a form to be kept on file with the Kamp staff.

What to Wear

It is best to send your child to Kamp in a t-shirt and shorts. Socks and tennis shoes are required. Please remember that we will be conducting outdoor activities and playing active games inside. Sandals are not appropriate for Kamp. Any child wearing inappropriate footwear will not be able to participate in physical activities. Children may wear flip flops or sandals to the pool on pool days, but must be wearing tennis shoes and socks for morning activities.

Please keep in mind that Kidz Kamp is for kids. Please send your child to Kamp in a modest swim suit. We strongly recommend no bikinis.

It is also important to remember that Texas summers can be very hot. Light colors and thinner materials are better for children in the heat. Dark colors can trap the heat from the sun, and may cause your child to overheat. Their clothes should also be loose and comfortable. We will be doing a lot of moving around, and tight, constricting clothing is not appropriate. You may also want to send your child with a cold, damp towel, or something else that they can apply to themselves in the event that they get overheated.

It is most important to remember that your child's comfort and safety are the most important factors in deciding what to wear. The more comfortable they are, the easier it makes getting through the long, hot summer days.

Discipline Policy

Parents need to be aware that there are certain rules that each child is expected to follow everyday. Please remember that these are only the basic rules, and it would be impossible to include each and every behavioral standard in this handbook.

The Kidz Kamp Code of Conduct is as follows:

- Kampers should listen and follow the directions given to them by their counselors and other members of the Parks & Recreation staff.
- Kampers should respect the property of others.
- Kampers will refrain from touching, or making any aggressive or physical contact with other members of the Kamp unless otherwise instructed.
- Kampers will refrain from using any profane or unacceptable language. Negative comments directed at other members of the Kamp or staff will be considered unacceptable.
- Kampers will not leave the physical boundaries of the Kamp, unless with a counselor. Kampers should at no time ever cross the street without direct supervision from staff.
- Kampers are expected to keep the school free of trash and other debris. This also applies to any other areas that the Kamp may visit on outings, field trips, etc. Kampers are expected to clean up after themselves at all times.

Disciplinary Procedures

At Kidz Kamp we strive to maintain a fun, laid back atmosphere. At the same time, we realize that the children's safety is our most important responsibility. In conjunction with the Code of Conduct, we have developed a disciplinary standard. Please be aware that in the case of major infractions we reserve the right to bypass as many steps as we feel are necessary. However, in most cases, in addition to completing a written Behavior Report we will follow these basic steps:

- **Level 1 Behavior Misconduct**
Child will be given a warning and/or may be asked to serve a time out ranging from five minutes to missing an entire activity.
- **Level 2 Behavior Misconduct**
Kamp staff will discuss the behavior problem and any other possible punishment with the parents.
- **Level 3 Behavior Misconduct**
A meeting will be scheduled with a Kamp Director and the Kamper's parents to discuss the behavior problem, and the child will be asked to serve a one-day suspension from Kamp.

- **Level 4 Behavior Misconduct**

A meeting will be scheduled with the Recreation Coordinator, a Kamp Director, and the Kamper's parents to discuss the behavior problem, and the child will be asked to serve a Kamp suspension ranging from one week, to the remainder of the summer.

If a child exhibits violence and appears to be a danger to other children, the Kamp Directors will immediately move to Level 4 and the child will be removed from Kamp.

Don't be surprised to get a positive Behavior Report. We want to recognize Kampers for positive things as well.

Visitors / Drop-Ins

Parents are always welcome to visit their child at any point in the Kamp day. The Kidz Kamp staff encourages parents to take an active role in their child's Kamp experience. Those parents wishing to accompany the Kamp on field trips will need to provide a Kamp Director with advance notice so that they may make the necessary arrangements. Any additional field trip costs will be the responsibility of the parent and transportation may need to be provided by the parent.

Emergency / Illness

Kidz Kamp staff is certified in First Aid, CPR and AED. In the event of an injury, they have been trained to work as a team to help the injured child while also keeping the rest of the Kamp away from the area of the incident. Children who complain of sickness will be kept away from other children where they can rest. After a specified amount of time, the child will be re-evaluated. If it is determined that they are still too ill to join in the daily Kamp activities, their parents will be called and asked to pick them up from Kamp. Any child with a temperature above 100.4 will not be allowed to remain at Kamp and must be fever free for 24 hours without the aid of fever reducers before they may return to Kamp. If there is ever a situation where a parent needs to contact the Kamp staff, we can be reached on the Kidz Kamp cell phone. We ask that parents only use this number in emergency situations. An AED will be on site at Ethridge Elementary and counselors are trained in its use.

Medication

Medication must be brought to the Kamp staff in its **original container**. Parents will need to sign in the medication with a Kamp Director. Medications will be administered at 12:00 and/or 4:00 each day. If your child needs medication at another time during the day, please provide us with written instructions from your child's physician indicating that it must be given at a specific time. Medication that has not been properly signed in will not be administered. Over the counter medication will only be administered according to the directions on the packaging. Kampers will not be permitted to carry medication on their person. Anyone found to be in possession of medications not signed in with Kidz Kamp staff may not be permitted to remain in Kamp.

Lunch

The Gloria Hicks Foundation is no longer able to provide meals for Kidz Kamp. Please send your child to Kamp with a sack lunch each day.

What to Bring

Every Kamper should bring a **morning and afternoon snack** and **water bottle** to Kamp every day. It is usually best to send them with a water bottle that is easily reused. Also remember to label their water bottle clearly with their name. If a Kamper loses his or her water bottle we will not have any extra to supply them with; they will have to use the water fountain during bathroom breaks. For this reason, it is VERY important that each Kamper have their own **clearly labeled water bottle**. A water bottle will be provided as part of the Kidz Kamp supplies.

Kampers should also bring their **backpack** with them each day. This will make it easier when transporting the Kamp to different locations.

Kampers will also need to bring their own bottle of **sunscreen**. We will apply sunscreen when going to the pool and the playground, so it is very important that each child have their own bottle

Please note that any item brought to Kamp needs to be clearly labeled with the Kamper's name. Lost and found items will not be kept longer than two weeks. Please check the lost and found frequently.

What Not to Bring

Caffeinated soda is not allowed at Kidz Kamp. Due to the extreme heat of Texas summers, and the dehydration that is caused by caffeinated soda, we will not allow children to drink it at Kamp. Children who bring soda to Kamp will be asked to put it away, or surrender it to Kamp staff for the remainder of the day. **Candy is not allowed at Kamp.** This includes chewing gum. Please do not pack candy in your child's lunch.

Nintendo DS's, MP3 players, or other valuable items are not permitted at Kamp. If they are found they will be confiscated by a member of the staff and will only be returned to the Kamper's parent at the end of the day. No exceptions.

Cell phones need to be left at home. If your child needs to make contact with you in the event of an emergency, a counselor will make contact with you via the Kidz Kamp cell phone. You can also contact your kids using the Kidz Kamp cell phone if absolutely necessary.

For safety purposes, Kampers should not bring money to Kamp unless instructed to do so by Kamp staff. When you do send money, please remind your child that they need to keep their money in a secure place. Neck wallets are provided as part of the Kidz Kamp supplies and are the perfect place for kids to hang on to their money. Counselors will at no time hold your child's money. **Kidz Kamp assumes no responsibility for lost or stolen items or money.**

Transportation

The Colony Parks and Recreation Department owns a 28-passenger bus. The bus will be driven by a bus driver with a Commercial Driver's License. Transportation for Kampers will also occasionally be provided by other city vehicles, SPAN of Denton County, or Dallas Community Schools. In the event of bad weather or emergencies, Kampers may be transported in city vehicles or in the cars of authorized city employees. When traveling in vehicles with seat belts, Kampers are required to wear seat belts at all times.

Daily Procedures

Parents will be provided with a weekly Kamp schedule and newsletter every Friday by email. Copies will also be available at Kamp on Monday mornings. Newsletters will outline the activities that are to take place the following week. There are certain activities that will be designated for specific days. Please make sure we have a working email address on file in order to stay up to date.

Unless otherwise noted, Monday and Thursdays afternoons have been reserved as swim days. On these days the Kamp will spend the afternoon at The Colony Aquatic Park, and Kampers should arrive at Kamp with the proper swim attire. It is not required that children be dressed in their swim attire prior to arriving at Kamp, as there are changing facilities located on the premises and time for changing will be allowed at Ethridge prior to leaving for the pool. **On designated swim days Kampers will need to be signed out from Kamp at the pool. 6 year olds will only be allowed in the splash zone and the kiddie pool. Children 7 years and older will be swim tested in order to determine what areas of the pool they are allowed to swim in.**

On Thursday June 19, July 10 and August 14, Kamp will be transported to The Colony Recreation Center to participate in the Summer Cinema Clubhouse hosted by The Colony Parks and Recreation Department. On these Thursdays Kamp will not swim and pick up will be at The Colony Recreation Center (5151 North Colony Boulevard).

Unless otherwise noted, Tuesday, Wednesday and Friday have been established as field trip days. Kampers will take one field trip each week. In general, the youngest third of Kamp (typically 6 & 7 years) will take their field trips on Tuesdays, the middle third (typically 8 & 9 year olds) will take their field trips on Wednesdays and the oldest third (typically 10 & 11 year olds) will take their field trips on Fridays. **Please look at the sign in list on Mondays to know which group your child is in.**

On regular Kamp days, Kampers will be split into groups and led through a series of activities including arts & crafts, games, sports, etc. Should you have any questions or concerns about the daily Kamp schedule, please feel free to contact the Kamp Director or the Recreation Coordinator.

Groups

Every attempt will be made to ensure that the children are kept in groups that are age appropriate. Although it will be impossible to keep them separated all of the time, they will be split into groups that keep them with their peers for the majority of the Kamp day and on field trips.

Counselor to Kamper Ratio

Kidz Kamp makes every effort to ensure that the Kamper to counselor ratio promotes a safe environment. The child to adult ratio will be 15 to 1. On field trip days the Kamper to counselor ratio will decrease to 9 to 1. For certain field trips such as Hawaiian Falls or Six Flags, we maintain smaller ratios. If you have any questions about Kidz Kamp ratios, please call the Recreation Center at (972)625-1106.

Field Trips

Kidz Kamp Kampers will take one field trip per week. These will range in length from a few hours to the entire day. Parents will be made aware of these field trips before they occur. **On these days, each child must wear their yellow Kamp t-shirt.** Having every child in the same shirt helps to better identify our group, and minimizes the chance of someone getting lost. It is very important that you send your child to Kamp in their yellow t-shirt on these days. Session 11 has a field trip every day. Please send your child to Kamp in a yellow t-shirt each day. Extra Kidz Kamp t-shirts are available for purchase at the Recreation Center for \$8 or the old design may be purchased for \$5 if available in your child's size.

Important Phone Numbers

The Colony Recreation Center	(972)625-1106
Kidz Kamp Cell Phone	(469)853-1232
The Colony Aquatic Park	(972)624-2225
Police (non-emergency)	(972)625-1887